

Math Department – Missed Test (Assessment) Policy

Any student **unable to write a test or major assessment due to an absence for any reason** (including school related activities), during the school period in which the test or assessment is taking place, must write the missed test or assessment **after school** on a day scheduled by the math department. A student is required to write the missed test or assessment on the closest scheduled make-up test day after the absence. If the student **fails to appear** for the make-up test or assessment, he/she will receive **a mark of zero on that test or assessment**.

- The student must arrange for their own transportation home after the test.
- The student **must bring photo ID** with them to the make-up test.
- A student will have to **appear before administration** (vice-principal or principal) **if more than one make-up test day is used in a semester**.

Location: To be announced.

Duration: 2:30 p.m. to 3:45 p.m.

September 2012 to January 2013 after school make-up test (assessment) days are:

Wednesday, September 26	Thursday, October 4	Wednesday, October 10
Thursday, October 18	Wednesday, October 24	Thursday, November 1
Wednesday, November 7	Thursday, November 15	Wednesday, November 21
Thursday, November 29	Wednesday, December 5	Thursday, December 13
Wednesday, December 19	Thursday, January 10	Thursday, January 17

Note: The test policy is in effect whether or not the acknowledgement below is signed.

Detach lower portion and submit to your teacher.

I have read the above statement about the administration of the *Math Department - Missed Test (Assessment) Policy* and understand the procedures by which it is to operate.

Print Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____